

5 FAH-2 H-230 TELEGRAPHIC ADDRESS

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-231 PLAIN LANGUAGE ADDRESS DESIGNATOR

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Plain language address designator (PLAD) is the telegraphic address name for U.S. Government transmission facilities. Allied Communications Publication 117 (ACP 117) lists PLADs commonly used by all U.S. Government transmission facilities. The Department of State Teletypewriter Routing Guide lists PLADs for Department of State transmission facilities.

5 FAH-2 H-232 ORIGINATING ADDRESSEE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The originating station's telegraphic address is separated from the pseudo header by one line of space or appears directly after the operating signal ZFF, if used.

5 FAH-2 H-233 ACTION AND INFORMATION ADDRESSEES

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The telegram drafter designates action or information addressees, depending on whether the receiver should act upon instructions or heed the information contained in the telegram. The telegraphic addresses for all stations that will receive the message must appear directly beneath the originating addressee, one telegraphic address per line.

5 FAH-2 H-234 SINGLE-ADDRESS AND MULTIPLE-ADDRESS

A telegram may be transmitted to one or many addressees, depending on the drafter's preference. A single-address telegram is addressed to only one addressee, a multiple-address telegram is addressed to two or more addressees.

5 FAH-2 H-235 COLLECTIVE ADDRESS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. A Department of State collective address is a single telegraphic address title that usually represents a minimum of eight addressee posts. Posts in a collective are grouped according to regional bureaus, geographic areas, or common interest in a policy or issue. Non-Foreign Service posts, such as military activities, are not included in collective addresses and drafters must list non-Foreign Service addressees separately. Collective addresses can be used at field posts only as prescribed by the Domestic and Field-Originated Collective Routing Guide, which lists all collective addresses and stipulates whether the collective can be originated at post or in the Department.

b. Collective addresses are intended to save resources, including time spent drafting the telegram, time spent transmitting and processing the telegram and space (paper files or magnetic media) required to store the document. Indiscriminate use of collectives results in unnecessary processing of information which all posts in a collective may not need. Drafters and approving officers should consider whether a collective is warranted and tailor the address pattern to only those posts that need the information.

5 FAH-2 H-235.1 Creating New Collectives

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

If a post wants to create a new collective address, the requesting official should send a formal telegram to IRM/OPS/MSO/MSMC/CIB (Office of Operations, Messaging System Office, Main State Messaging Center, Communications Information Branch) citing justification, a recommended list of addressees and a suggested title for the collective. IRM/OPS/MSO/MSMC/CIB will notify the addressees in the new collective if the new collective is established.

5 FAH-2 H-235.2 Collective Address From Other Agencies

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Some Federal agencies with offices at Department missions abroad, e.g., USDOC, DEA, USIA, originate their own telegraphic collective addresses.

5 FAH-2 H-236 MILITARY ADDRESS INDICATING GROUPS (AIGs)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

An AIG is a military address designator representing a group of addressees, military or civilian, and is used in the same manner as Department collective addresses. The use of AIGs reduces the size of message headings and increases the speed of telegram handling. The address consists of the acronym AIG followed by an identifying number assigned by military authorities, for example, AIG 346.

5 FAH-2 H-236.1 Restrictions

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

IPC processes all telegrams on which the post is an addressee member of an AIG. However, Department transmission facilities may not originate telegrams addressed to AIGs, only military transmission facilities may originate telegrams addressed to AIGs.

5 FAH-2 H-236.2 Updating AIGs

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Military commands send regular telegraphic updates of AIG composition to addressees in an AIG. These telegrams cite the AIG identifying number, a complete list of action and information addressees, and descriptive information. Periodically a military command may send updated lists incorporating all previous changes in AIG composition to the DAO by mail or pouch.

b. As the post's authority for managing information and records, the highest ranking IRM officer should coordinate closely with DAO and post management to tailor the receipt of AIG-addressed telegrams to the post's and DAO's needs. As with Department collectives, indiscriminate use of AIGs can result in unnecessary processing of information which some posts may not need. If post's IRM representative, post management and DAO agree, the post can be deleted from an AIG to avoid receiving unneeded telegrams. A formal telegram, cleared and approved by all offices concerned, should be sent to the appropriate military authority requesting deletion from an AIG.

5 FAH-2 H-237 PRECEDENCE AND HANDLING SYMBOLS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The precedence (except on routine telegrams) is placed one space to the right of the telegraphic address or PLAD. The authorized precedence designators, FLASH, IMMEDIATE, PRIORITY and ROUTINE, denote the relative order in which telegrams are handled with respect to other telegrams, from the originating station through the specific offices at the distant end. Precedence indicates:

- (1) to the originating station, the order of transmission to the addressee;
- (2) to the receiving communications center, the order of processing and delivery; and
- (3) to the action addressee, the order in which the recipient should note or take action on the message.

b. Drafters should bear in mind the following points in assigning precedence.

- (1) Importance of the subject does not imply urgency.
- (2) Information addressees may not be FLASH, NIACT IMMEDIATE or a precedence higher than the action addressee.
- (3) The precedence assigned to a telegram does not necessarily indicate the precedence which should be assigned to the reply. Consider each telegram on its own merit.

5 FAH-2 H-237.1 FLASH

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. FLASH is reserved for the most urgent telegrams containing information vitally affecting the conduct of foreign relations and requiring *instant* action by the addressee, regardless of the time of day or night.

b. FLASH messages should not exceed a few sentences. If a complex development or report is urgent and important enough to require FLASH handling, the drafter should summarize the highlights in a brief FLASH telegram and include additional details in a subsequent telegram with a lower precedence designator.

5 FAH-2 H-237.2 IMMEDIATE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

IMMEDIATE is restricted to telegrams on important policy or other matters and require immediate attention or action during normal duty hours, but are not sufficiently urgent to require action after normal duty hours.

5 FAH-2 H-237.3 PRIORITY

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Drafters should use PRIORITY for telegrams requiring more rapid action and prompter delivery than ROUTINE telegrams.

5 FAH-2 H-237.4 ROUTINE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Drafters should use ROUTINE for telegrams which do not justify a higher precedence designator. To clarify the promptness with which action must be taken, the drafter should include a deadline for action or response in the body of the telegram.

5 FAH-2 H-237.5 Handling Symbols

(TL:TEL-1; 07-01-1998)
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The handling symbols CRITIC, NIACT and POUCH define unique procedures for handling telegrams.

5 FAH-2 H-237.5-1 CRITIC

(TL:TEL-1; 07-01-1998)
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A CRITIC is a telegram communicating vital national security information, which should be handled before messages of any precedence. See 5 FAH-2 H-431 for more information.

5 FAH-2 H-237.5-2 NIACT

(TL:TEL-1; 07-01-1998)
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NIACT is used with IMMEDIATE precedence and carries the opsign ZZK to ensure prompt handling, regardless of the time of day or night. All NIACT IMMEDIATE telegram drafters must include a paragraph in the text citing the specific action requested and why that action has to take place immediately, regardless of the time of day or night. Drafters at posts with electronic release may be asked to notify the IPC before sending NIACTs, so the IPC can take remedial action in the event of a line outage. Special procedures should be included in post's SOP. See 5 FAH-2 H-421.2 and 5 FAH-2 H-422.1 for more information.

5 FAH-2 H-237.5-3 POUCH

(TL:TEL-1; 07-01-1998)
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The handling symbol POUCH is used with the opsign ZEN to signify that the preceding addressee will receive the telegram in the pouch. See 5 FAH-2 H-253.1 and 5 FAH-2 H-432 for more information.

5 FAH-2 H-237.6 S/S-O Review of Precedence Designators

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The Executive Secretariat Operations Center (S/S-O) reviews all incoming FLASH and NIACT IMMEDIATE telegrams to ensure the messages warrant the precedence designators. If S/S-O determines misuse of precedence, the originating post will be notified by telegram, to which the approving officer must respond with an explanatory statement. If the explanation indicates noncompliance with communications regulations, S/S-O will advise the chief of mission.

5 FAH-2 H-238 AND H-239 UNASSIGNED